

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Cash Management

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

C = Custom Report/Inquiry

N = Cannot Meet Requirement

T = Third-Party

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Cash Management General Requirements					
CM 1.00	System provides for manual data entry through online electronic deposit forms of revenue information from bank statement deposits and/or hard copy reports.					
CM 2.00	System provides for recording of statewide investment activity of funds held with the Treasury.					
CM 3.00	System should allocate interest earned on funds held with the Treasury across selected cash fund balances (user can include or omit fund from allocation) based upon the average daily balance method to any chart of account segment and automatically create a corresponding journal entry, with proper authority.					
	Bank Reconciliation					
CM 4.00	System should provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion.					
CM 5.00	System supports reconciliation of treasury fund cash balances with cash balances in the General Ledger.					
CM 6.00	System offers the ability to make corrections or changes during the reconciliation process with appropriate user authorization (i.e., NSF Checks).					
CM 7.00	System supports reconciliation of general ledger fund cash balances with agency fund cash balances.					
CM 9.00	System provides reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features:					
CM 9.01	Utilize BAI input format for bank activity input					
CM 9.02	Convert non-standard bank input formats to desired (i.e. BAI) format					
CM 9.03	Accommodate multiple bank accounts					
CM 9.04	Allow user to specify automated matching criteria					
CM 9.05	Identify duplicate matches					
CM 9.06	Identify potential matches					
CM 9.07	Provide edit capability with appropriate user authorization					

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CM 9.08	Provide inquiry capability with appropriate user authorization					
CM 9.09	Provide for manual matching of items not matched via automated matching					
CM 9.10	Provide aggregate (one-to-many or many-to-many) items matching					
CM 9.11	Provide tolerance (specify variance in amount or date) matching					
CM 9.12	Provide exception reporting of outstanding items					
CM 9.13	Provide aging reports of reconciling items					
CM 9.14	Provide custom reporting of reconciling items					
CM 9.15	Provide data export to generate external research correspondence					
	Agency Trust Funds					
CM 10.00	System will maintain sequential numbering unique to trust fund transactions.					
CM 11.00	System will provide fields for recording receipts accompanying reimbursement requests.					
CM 12.00	System will provide for user-defined levels of approval on all agency trust fund transactions.					
CM 13.00	System will provide integration with Accounts Payable to facilitate 1099 reporting for agency trust fund transactions.					
CM 14.00	System will maintain the following data in respect to trust fund transactions:					
CM 14.01	Chart of Account code or codes					
CM 14.02	Date requested & date issued					
CM 14.03	Unit/Name of person requesting					
CM 14.04	Payee if different than requestor					
CM 14.05	Amount					
CM 14.06	Description					
CM 14.07	Reimbursement or Advance					
CM 14.08	Receipts on file (Yes or No)					
CM 14.09	Justification (at least 60 characters)					
CM 14.10	Approvals					
CM 14.11	Approval Date					
CM 14.12	Check #/Voucher # (system assigned)					
CM 14.13	Reference Number					

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CM 14.14	Address					
CM 14.15	Phone Number					
CM 14.16	Prepared By					
CM 14.17	Location					
CM 15.00	System allows user-input text field (message) on check stub.					
CM 16.00	System provides the ability to setup, transact, and reconcile multiple agency trust funds.					
	Reporting and Inquiry					
CM 17.00	System will provide cash flow monitoring and reporting, including a comprehensive cash receipts/disbursements journal based upon user-specified criteria.					
CM 18.00	System provides user-defined cash reporting that can be run on a daily, weekly, and monthly basis.					
CM 19.00	System provides a cash flow report by fund that ties to the general ledger cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.					
CM 20.00	System provides a cash flow analysis tool that can be utilized to generate cash projections, and 'What ifs' scenarios. Not limited to the following:					
CM 20.01	System will allow retrieval of actual monthly "cash" receipts and disbursement dollar amounts including agency trust funds by each month at the lowest levels, i.e., transaction level with the ability to roll items up to higher levels at user's discretion.					
CM 20.02	System will maintain totals and subtotals of receipts and disbursements by month and line.					
CM 20.03	System retains history of actual receipt and disbursement dollar amounts.					
CM 20.04	System retains history of monthly projections.					
CM 20.05	System will allow users the flexibility of determining monthly/annual projections (using selected projection method, i.e., straight-line, project lifecycle payout, proportionate allocation) down to individual item/cell level.					
CM 20.06	System will allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.					

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CM 20.07	System prepares reports comparing cash flow projections to actual at all levels from line item to Departmental level summary.					
CM 20.08	System prepares a cash projection for the following fiscal year based on available data and user defined modeling parameters.					
CM 20.09	System will display actual fiscal year months receipts and disbursements data with remaining projection months data.					
CM 20.10	System will print reports from the detailed to the summary level for official reports, i.e., official statements.					
CM 21.00	System is able drill down from summary deposit or disbursement balances to the supporting detailed transactions.					
CM 21.01	System reports daily transactions by type and projections for user defined periods or days (i.e. 5 day projections) for all Wire, ACH, and warrant transactions.					